

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD

February 12, 2020

A regular meeting of the Board of Directors of the North-West Fire Protection District (referred to hereafter as "Board") was convened on Wednesday, the 12th day of February 2020, at 6:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

ATTENDANCE

Directors in Attendance Were:

Tim Zingler, President
Tom Nourse, Vice President
Maria Mitchell, Treasurer
Cory Kritzmire, Director (appointed during meeting)

Directors Absent, but Excused Were:

Kim Castellano, Secretary

Also in Attendance Were:

Chief Kristy Olme and Trevor Rafferty, Firefighter;
North-West Fire Protection District
Kammy Tinney; Pinnacle Consulting Group, Inc. (via teleconference)
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)
Frank Davis; Fairplay resident
Garrison Gensbrock; Candidate for Park County Commissioner

Chairman Zingler called the meeting to order at 6:06 P.M.

Following discussion, upon motion duly made by Director Nourse, seconded by Director Mitchell and, upon vote, unanimously carried, the absence of Director Castellano was excused.

Chairman Zingler declared that a quorum of the Board was present, with three of four members in attendance. There is one vacancy on the Board.

ADMINISTRATIVE MATTERS Agenda: Chief Olme distributed for the Board's review and approval a proposed agenda for the regular meeting. Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Mitchell and, upon vote, unanimously carried, the agenda was approved, as presented.

Disclosure of Potential Conflicts of Interest: Chairman Zingler inquired whether there were any conflicts to disclose by Board members present, which have not already been adequately disclosed. There were no potential conflicts to disclose by Board members present.

Minutes: The Board reviewed the minutes of the January 8, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the minutes of the January 8, 2020 regular meeting, as presented.

Update from DEO Regarding the May 2020 Regular Election: Ms. Tinney, in her capacity as Designated Election Official, reported that the Call for Nominations was published in The Flume on February 7th, and Self-Nomination and Acceptance forms were provided to Chief Olme on January 16th. The deadline to receive Self-Nomination and Acceptance forms is Friday, February 28, 2020. If there are not more candidates for Director than positions to be filled as of the close of business March 3, 2020, the election will be cancelled, and the candidates deemed elected by acclamation.

Consider Interested Candidates to Fill Vacancy on the Board of Directors: Director Mitchell noted that Mr. Kritzmire has shown interest in serving on the Board of Directors, and that he has attended the last three Board meetings to better understand the operations of the District. Director Mitchell reminded the Board that it has been a challenge to obtain a quorum with one vacant position.

Following discussion, upon motion duly made by Director Nourse, seconded by Director Mitchell and, upon vote, unanimously carried, the Board appointed Mr. Kritzmire to serve on the Board of Directors. Ms. Tinney provided an Oath of Office for use by

Director Zingler, in his capacity as Board President, in administering the Oath to Mr. Kritzmire.

Community Comments: Mr. Gensbrock introduced himself to the Board and stated that he will be running for Park County Commissioner. Mr. Gensbrock provided a brief biography, noting that he has been a resident of Park County since he was a child, and he is a former volunteer firefighter.

Directors' Items: There were no Directors' Items brought before the Board.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing January activity, noting that there was a total of 49 calls in January.

Operations/Personnel Matters. Chief Olme reported that the District responded to two fire, 22 medical, 17 vehicle and eight "other" calls during the month of January.

Vehicles/Equipment Status. Chief Olme reported that all vehicles are in service.

Chief Olme reported that Boise Mobile Equipment has a four-wheel drive, 1,500 gallon Tactical Tender available for purchase for \$309,000. The apparatus is a demonstration model with only 86 miles on the engine and would require an estimated \$6000 of add-ons to be fully functional for the District. The District budgeted \$300,000 for the purchase of a Tactical Tender in 2020 via a lease-purchase arrangement and there are contingency funds available to purchase the add-ons needed to properly equip the apparatus.

Chief Olme reported that the District has a potential buyer offer of \$5,000 for Tender 41.

Station Nos. 1 and 2/Facilities. Chief Olme reported that minor fixes remain to complete the women's bathroom at Station No. 2.

Chief Olme reported that insulation needs to be installed at both stations and that estimates are being obtained for consideration.

Chief Olme reported that the exhaust systems for both stations have been ordered.

Grant Funds. Chief Olme reported that the District has submitted an application for FEMA AFG grant funds for the purchase of two sets of extrication equipment. Each set of equipment costs approximately \$15,000.

Chief Olme reported that an application for the Colorado Safety and Disease Prevention grant funds has been submitted for the purchase of an extractor (PPE washer).

HazMat. There was no new information to report.

Fire Prevention/Public Education. Chief Olme reported that the Risk Watch program will continue through the end of the school year.

Training. Chief Olme reported that the District will send three members to the IAFC International Conference in Indianapolis in April.

Firefighter Rafferty reported that between three and five acres of land adjacent to Station No. 2 is available for donation from a private landowner for use by the District in constructing a training center. Attorney Powell will work with Chief Olme to prepare an agreement for donation of land between the District and the landowner, and in conducting due diligence on the property.

National Wildland Call-Out. There was no new information to report.

Inspections. Chief Olme reported that company inspections are ongoing, and the implementation of new software has made a significant positive impact.

Upcoming Projects. Chief Olme reported that the new software program implemented for run reports, timecards, and vehicle maintenance has had a positive impact on District operations.

Chief Olme reported that the chipping program is on hold due to the amount of snow on the ground.

Chief Olme reported that Captain Smith is updating the SOP's and Member Handbook.

Chief Olme reported that Captain Smith is working on preparation of a capital replacement program for vehicles and equipment.

Chief Olme reported that Captain Smith is currently updating the County Wildfire Protection Plan (CWPP).

Chief Olme reported that updates to the Strategic Plan are on-going and will be a lengthy project to complete.

Chief Olme reported that the possible creation of a county-wide fire protection district was discussed at the last Park County Emergency Services Council Meeting.

Chief Olme reported that the entire staff was fitted for Class A uniforms. The uniforms will be arriving by the end of the month. The District was provided a discount on this purchase.

Chief Olme reported that a third Colorado career firefighter has passed away since December. The services were held on Monday.

Chief Olme reported that there is an opportunity to send crews inter-state to Kansas and Nebraska in March to participate in controlled burns. Chief Olme noted that this serves as good experience for the crews and will provide additional revenue for the District.

Consider Expenditure Requests: Chief Olme requested that the Board consider the purchase of the Tactical Tender from Boise Mobile Equipment for \$309,000, with an equipment allowance of \$6,000, via a lease-purchase arrangement with Tax-Exempt Leasing. Following discussion, upon motion duly made by Director Nourse, seconded by Director Zingler and, upon vote, unanimously carried, the Board approved the purchase of the Tactical Tender from Boise Mobile Equipment for \$309,000, with an equipment allowance of \$6,000.

Chief Olme presented to the Board an invoice from McCandless in the amount of \$7,475.23 for work performed on Engine 42. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved payment of the invoice from McCandless in the amount of \$7,475.23 for work performed on Engine 42.

Chief Olme reported that the kitchen at Station No. 2 requires additional improvements, and presented a quote in the amount of \$5,811.46, noting a deposit of \$2,500 is required. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved paying the \$2,500 deposit for improvements to the kitchen at Station No. 2.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period January 3, 2020 through February 4, 2020 totaling \$145,762.35. Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period January 3, 2020 through February 4, 2020 totaling \$145,762.35.

Review and Approve February Claims: Chief Olme reported to the Board that the preliminary February claims will be distributed via email for review no later than February 17th. Following discussion, upon motion duly made by Director Nourse, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the February claims and authorized Chief Olme to schedule payment through First Bank, subject to final review by the Board.

Budget to Actual Report and Cash Position Statement: Ms. Tinney reviewed with the Board the Budget to Actual Report for the period ending December 31, 2019 and the Cash Position Statement for the period ending February 4, 2020. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending December 31, 2019 and

the Cash Position Statement for the period ending February 4, 2020, as presented.

2019 Audit Update: Ms. Tinney reported that the 2019 Audit is scheduled to begin in mid-March.

LEGAL
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written attorneys' report and retainer analysis.

2020 Legislative Update: Attorney Powell reviewed with the Board the 2020 legislative update, noting that the legislative session has been underway for five weeks. Attorney Powell discussed the status of several bills currently pending before the Colorado legislature that, if passed, could impact the District.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board.

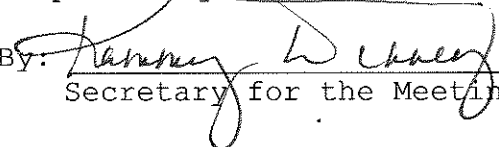
OTHER
BUSINESS

There was no other business brought before the Board.

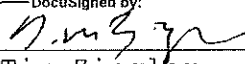
ADJOURNMENT

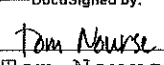
There being no further business to come before the Board, upon motion duly made by Director Nourse, seconded by Director Zingler and, upon vote, unanimously carried, the meeting was adjourned at 7:33 P.M.

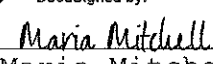
Respectfully submitted, .

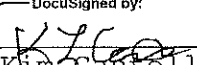
By: 
Secretary for the Meeting

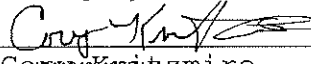
THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE FEBRUARY 12, 2020 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:

Tim Zingler

DocuSigned by:

Tom Nourse

DocuSigned by:

Maria Mitchell

DocuSigned by:

Kim Castellano

DocuSigned by:

Craig Kitzmire